



## CITY OF BEVERLY

### Job Posting (Vacancy)

Department: City Clerk

Position: Administrative Elections Officer

Position Status: Union  
Beverly Municipal Employees Association of City Hall

Salary: \$44,686.25 to \$51,677.46 commensurate with experience, based on C.B.A. wage salary

Hours: 35 Hours per Week

Reports to: City Clerk

Job Description: Provided

**Interested applicants should submit resumes to [jobs@beverlyma.gov](mailto:jobs@beverlyma.gov) or mail to City of Beverly, Human Resources, 191 Cabot Street, Beverly, MA 01915.**

*At the City of Beverly, we embrace building a more diverse workforce. We strive to attract, develop and retain a workforce that is as diverse as the residents we serve and to foster an inclusive work environment that embraces the strength of cultures and individuals. We are committed to fair recruitment, retention, advancement and compensation, and we administer all of our practices and programs without discrimination on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, religion or religious beliefs, creed, sex (including pregnancy and pregnancy-related conditions), sexual orientation, genetic characteristics, veteran status, gender identity, gender expression, age, marital status, family status, disability, or any other ground protected by applicable law.*

*It is our priority to remove barriers to provide equal access to employment. A Human Resources representative will work with applicants who request a reasonable accommodation during the application process. All information shared during the accommodation request process will be stored and used in a manner that is consistent with applicable laws and City of Beverly policies. To request a reasonable accommodation in the application process, contact City of Beverly, Human Resources Department.*

Posted June 16, 2021

**City of Beverly**  
**MASSACHUSETTS**

**JOB DESCRIPTION**

**Title:** Administrative Elections Officer  
**Supervisor:** City Clerk  
**Grade:** 11  
**Civil Service:** No  
**Union:** BMEA

**Summary:**

Performs, according to standard office procedures, a variety of office duties requiring a degree of decision and knowledge of the functions of the department; examines documents for correctness; prepares forms and other documents; compiles any number of different types of statistics; posts and maintains general records. Maintains any of a number and/or type of files; gives information to public, and does sorting and mailing. Assures compliance with Open Meeting Laws and Conflict of Interest Law.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Include the following; other duties may be assigned.

- Provide customer service to public.
- Process and prepare vital records.
- Prepare licenses; taxi MVDL, Amusement Lodging House, 2<sup>nd</sup> Hand dealers, Christmas tree, Auctioneer, Raffle permits.
- File records from other departments, meeting minutes, Planning Board, Zoning Board of Appeals decisions and prepare copies as needed.
- Dog licensing-keep all dog records current with updates of rabies, prepare and send billing reminders for annual dog licensing. All fines and quarantines updated. Work Rabies clinic.
- Census – update current information for voting purposes.
- Prepare voting lists for Elections, scan voting lists after election.
- Compile and record all Election data for Federal reports.
- Processing of Absentee Ballots.
- Daily maintenance and input of data in Central Voter Registration such as registering voters, processing change of party cards and address changes, preparing all requests for voter/resident extracts.
- Respond to all mail requests.

- Prepare deposits for Collector's office as needed.
- Affidavits on vital records.
- Receive and process payments for non-criminal violations for School, Health and Police departments.
- Receive and record all cemetery deeds.
- Burial permits, as needed
- Answer phones and direct calls.
- Record and display all meeting notices in compliance with Open Meeting Law.
- Track and maintain files for Conflict of Interest Law summary acknowledgments, and training certificates of completion. Maintain annual list of municipal employees/members who have received summaries and maintain ongoing files for required 6-year period.
- Maintain and implement process for data input re: City Website as it pertains to the City Clerk's office.

### **QUALIFICATIONS:**

- Associates Degree or considerable experience in City Government.
- Must be able to type and have strong computer skills.
- Must be able to deal with the public in a kind, professional and courteous manner.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and stand to reach record books on high shelf. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is required to talk or hear.

The employee must lift and/or move up to 20 pounds. Specific vision abilities required by this job include the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.